

Procedure and Requirements for Filing an Application for a Preliminary Subdivision

The following information must be submitted thirty (30) days prior to the first public hearing. Our deadlines and meeting dates are posted on the bulletin board in the Community Development Office and Town Hall for completing a filing. All filings must be completed by the date listed prior to 12:00 noon. Any filings brought in after 12:00 noon on the deadline line date listed **will not be accepted – no exceptions are made to this rule.**

- **Step 1: Pick up application package.** Petitioner picks up complete application package, Form B, and the Town of North Andover Subdivision Rules and Regulations to reference specific requirements of the Regulations.
- **Step 2: Application Form:** Petitioner completes three copies of the application form. All information as required shall be completed.
- **Step 3: Plan Preparation:** Petitioner submits all of the required plan and written information as cited in Section 4 of the Rules and Regulations. **Failure to provide this documentation will result in your application not being complete or accepted by the Planning Department.**
- **Step 4: Plan Referral:** The petitioner delivers **one copy of their plans and application** to the following departments: Department of Public Works, Fire Department, Conservation Department, Open Space Committee (Conservation), Building Department, Health Department, School Department and Police Department. **Each department must give you their signature on the form provided (Form L) and enclosed herein. When all signatures are received, you then supply this original form with the application, which acknowledges all departments receiving copies of your proposal, to the Planning Department. Failure to provide this acknowledgement will result in your application not being complete or accepted by the Planning Department. We suggest you begin this process at least 48 (forty-eight) hours prior to filing with the Planning Department.**
- **Step 5: Submit Application:** Petitioner submits (3) typewritten applications, time-stamped by the Town Clerk, nine (9) copies of the plan prepared by a Registered Professional Engineer in the Commonwealth of Massachusetts and filing and project review fees (see attached form).
- **Step 6: Mail Application to Outside Consultant:** The petitioner mails a copy of the plans and application to the outside consultant for review at:

Vanasse, Hangin, Brustlin, Inc.
ATTN: Tim McIntosh
101 Walnut Street
Watertown, MA 02471

- **Step 7 – Submit Filing Fees:** The petitioner submits two separate checks for filing and project review fees as described in enclosed listing of fees. You must also complete the outside consultant form (in forms drawer) for us to process your check for the project review fees.
- **Step 8: Scheduling of Meeting:** The Planning Office schedules the applicant for a meeting date.
- **Step 9: Public Meeting before the Planning Board:** The petitioner should appear in his/her behalf, or be represented by an agent, engineer or attorney.
- **Step 10: Decision:** Once a decision has been rendered by the Planning Board on this proposal, the Planning Board's decision will be sent to the applicant, their engineer and abutters.

FORM B

APPLICATION FOR PRELIMINARY SUBDIVISION APPROVAL

DATE: _____

(Stamp two (2) forms with the Town Clerk. File one (1) form with the Town Clerk and one (1) form with the Planning Board)

To the Planning Board:

The undersigned, being an applicant under Chapter 41, 81-S, MGL, for approval of a proposed subdivision plan, hereby submits a Preliminary Plan and makes application for approval to the North Andover Planning Board.

1. **Name of Applicant:** _____

Address: _____

Signature of Applicant _____

2. **Name of Subdivision:** _____

3. **Location and Description of Property [include Assessor's Map & Lot and Zoning District (s)]:-**

4. **Address of Property Being Affected:** _____

Zoning District: _____

Assessors: **Map #:** _____ **Lot #** _____

5. **Deed Reference:** **Book** _____ , **Page** _____ and

Certificate of Title No. _____

6. **Name of Surveyor/Engineer:**_____

Address:_____

7. **Signature of Owner(s):**_____

Address:_____

Received: Town of North Andover Town Clerk (date stamp):

Signature of Town Official receiving this application:

MEMORANDUM

To: North Andover Planning Department

From: Applicant

Re: Department Acknowledgement of Receipt of Plans

Date:

Enclosed please find a copy of seven signatures each from the Department of Public Works, Fire Department, Conservation Department, Board of Health, Building Department, School Department and Police Department acknowledging receipt of plans of my proposal to the Planning Board.

Form L
Departmental Referral Form With Signature of Departments Acknowledging Receipt

To: Director, Engineering, Jack Sullivan _____
 Fire Chief, William Dolan _____
 Interim Conservation Administrator, Alison McKay _____
 Building Commissioner, Bob Nicetta _____
 Health Administrator, Susan Sawyer _____
 School Committee _____
 Police Department _____

From: Applicant: _____

Date: _____

Re: _____ Preliminary Plan
 _____ Definitive Subdivision
 _____ Modification to a Subdivision
 _____ Special Permit
 _____ Site Plan Review

Address / Development: _____

A Public Hearing has been scheduled for _____ to discuss the plans checked above.

Please provide your written comments to the Planning Department by _____.
(The Wednesday before the scheduled public hearing and /or scheduled Planning Board meeting.)

Failure to provide written comments by this date will constitute your approval of this plan.

Thank You.

<p>SCHEDULE OF PLANNING BOARD FILING FEES</p>
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ANR Plans	\$40 plus \$30 per lot line changed / \$70 per new lot created
Preliminary Subdivision Plan	\$275 plus \$70 for each building lot shown on plan
Modification to Preliminary Subdivision Plan	\$150 plus \$75 for each lot affected and for each new building lot created
Definitive Subdivision Plan	\$275 plus \$325 per lot if preliminary plan filed / \$300 per lot if no preliminary plan was filed
Modification to Definitive Subdivision Plan	\$125 plus \$150 for each lot affected and for each new building lot created
Special Permits	\$100
Modification / Extension of Special Permit	\$100
Site Plan Review	\$400 plus \$0.07 per square foot of gross floor area
Planned Residential Development Planned Development District Continuing Care Retirement Center	Definitive Plan Review Fee plus \$200 plus \$275 per lot

NOTE: Filing fees do NOT include outside consultant review fees.

PROJECT REVIEW FEES

Preliminary plan, Modification of a Preliminary plan, Modification of a Definitive Plan, or Modification of a Special Permit shall require the following initial Project Review Fee:

<u>Project Size</u>	<u>Fee</u>
2-15 lots/units	\$2,000
16-20 lots/units	\$3,000
21-25 lots/units	\$4,250
More than 25 lots/units	\$5,000

Definitive Plan shall require the following initial Project Review Fee:

<u>Project Size</u>	<u>Fee</u>
2-15 lots/units	\$4,000
16-20 lots/units	\$6,000
21-25 lots/units	\$10,000
More than 25 lots/units	\$12,000

Site Plan Review Special Permit shall require the following initial Project Review Fees:

<u>Project Size</u>	<u>Fee</u>
Less than 10,000 square feet	\$2,000
10,000-30,000 square feet	\$3,000
30,000-50,000 square feet	\$4,000
More than 50,000 square feet	\$5,000

Special Permit (excluding site plan review) shall require a minimum of \$2,000 for the initial Project Review Fee. Depending on the complexity of issues presented, additional fees may be required.

